Managing On-line Server/Seller Permits

1. Go to **http://lincoln.ne.gov** and search the keyword "alcohol" then click on the "Food and Beverage Server Training" button.

   Or

   Go to **http://fbstnebraska.unl.edu/**

All establishment and manager actions will begin with this home web page. It is a good idea to bookmark it for easy reference.

2. In the site navigation section, select ***Employer Website*.**

From the Employer Website you can:

CREATE NEW ACCOUNT

- Click on the *New Users* tab.

- Enter your establishment's liquor license number issued by Nebraska Liquor Commission (enter numbers only).

- Enter an email address for your establishment account.

- Create and enter a password for your establishment account.

- Click on the *Create Account* button.

LOGIN TO EXISTING ACCOUNT

- Click on the *Existing Users* tab.

- Enter the email address and password for establishment account.

- Click on the *Login* button.

CREATE OR EDIT ESTABLISHMENT POLICIES

- Click on "Option 3: Customize This Establishment's Policies" to expand the menu.

- Click on *Customize Policies*.

- Click on the *Customize Policies* tab on the popup window.

- Add or edit policies by selecting the check boxes next to the items appropriate to your establishment.

- In the box, type in any necessary *Related Information or Restrictions*.

- Click the *Edit Policies* button at the bottom of the popup window.

VIEW, ADD, REMOVE, OR PRINT EMPLOYEE NAMES

- Click on *View Employees.*

- View your employee records in the popup window. Employees should relate from their personal profile to your establishment using our NE Liquor License number.

Add an Employee's Name

- Add employees by typing the employee's email address in box next to title *Enter Employee Email*. This email address is the email address the employee used when registering their *fbstNebraska* account.

- Click on the ***Add Relationship*** button.

Remove an Employee's Name

- Remove an employee's name from your employee list by clicking the red circle icon in last column titled ***Remove***.

- Click on ***OK*** when you are prompted with "Are you sure you want to remove employee" dialog box.

Print Your Employee List

- Click on the ***Click to print employee list*** link located in upper left hand corner of Employee List popup window.

Help is available Monday through Friday (except holidays) 8:00 AM to 4:30 PM.

Call the Food Safety Program at 402-441-6280

or the UNL Helpdesk at 402-472-4340.